

DELAWARE PUBLIC PURCHASING ASSOCIATION, INC.
FOURTH QUARTER MEETING

Minutes of Tuesday, November 27, 2001 (postponed from Nov. 20, 2001)

The fourth quarter meeting of the Delaware Public Purchasing Association, Inc. was held at the Salty Sam's Pier 13, New Castle Delaware and hosted by New Castle County.

Mike Sabol, CPPB, President called the meeting to order at 10:07 am

Mike started the meeting by thanking New Castle County for hosting the meeting.

Those attending were: Mike Sabol; DOP, Janet Schukoske; DOP, Peter Gregg; City of Milford, Joe Loureiro; DHSS, Mike Conaway; DOP, Peter Righeterink; DHSS/DSS, Sandra Skelley; DHSS, Mary Ellen Saunders; DHSS, Ruth Kowalski; NCC, Dot Pecqueur; NCC, Hilda Balascio; NCC, Tina Romano; City of Wilmington, Paul Mahoney; City of Wilmington, Tim McMahon; City of Wilmington, Lori Gooch; DE State Police, and Andria Smith; New Castle County

Copies of the minutes were distributed and read over by the members. Mike Sabol suggested we forgo the formal reading of the minutes. Dot made the motion, Hilda seconded it and the motion carried.

Mary Ellen motioned to accept the minutes as written

Sandra 2nd the motion

Motion was passed

The minutes stood with no further corrections being made.

Mike asked the committees asked for the committee reports.

a. Treasurer Report – Submitted

Peter Righeterink went over the submitted report.

We had a:

Previous Balance of	\$1,856.73
Total Deposits of	\$6,120.00
Subtotal of	\$7,976.73

Payments	<u>\$3,413.55</u>
Total Balance	\$4,563.18

Mike Sabol Thanked City of Wilmington for absorbing postage costs for the conference and New Castle County for absorbed handout costs and thank you notes to the vendors.

Sandra thanked Peter for his outstanding job as Treasure for the past two years.

Mike Conaway motioned to accept the Treasures Report
Joe seconded the motion.

The treasures report was accepted.

- b. Finance Committee – Andrea Smith
Andrea asked for committee budgets for 2002. She would like the budgets by the first week of January so that they can have a proposed budget in place for the next meeting in Feb. Mike Sabol explained that if you have a committee that needs to spend money, if the money is in the approved budgeted then the treasure can issue that committee checks without going to the membership for approval.
- c. Membership - Peter Rigterink (for Arnold Cookson)
Peter stated that we have one new member since last meeting Mr. Tucker from New Castle County. We have a total membership of 45.
- d. Programs – Janet Schukoske
Mike asked for a volunteer for next year. Sandra will ask Patty Johnson if she would like to chair this committee.
Janet briefly talked about the afternoon speaker.
- e. Awards and Scholarships - Sandra Skelley
Mike will give Sandra information from the meeting he held when he had the committee. Sandra will be getting committee members together to work on this.
- f. Chapter Liaison - Mike Sabol
Mike would like to stay on as Chapter Liaison. He feels it is important for the president to hold this position because he will be dealing with other chapter presidents.
- g. Education Committee – Sandra Skelley
We need some written policy for reimbursement for education. Mike has something written but it was never presented to the group. He will give what he has to Sandra. Sandra asked if anyone would like to take over this chair. Peter Gregg offered to chair this position. Peter passed out the educational information that is on PAPPAs website. Price has given us permission to use anything on their website.

4. Region 1 Conference – Sandra Skelley
Sandra thanked City of Wilmington and New Castle County for all their help. She also thanked Janet for getting the speakers and Joe Loureiro for transporting all the prize item. Lori Gooch and Tina Romano were given special thanks for sitting at the front sign in table. Sandra congratulated everyone for a successful conference that ran smoothly with no problems. Mike stated that he had gotten many appreciative e-mails. Tim will submit to Sandra The City of Wilmington's final report. Sandra will submit the final Region One Conference final report in a couple of weeks. Mike Thanked Sandra for a job well done.

5. Elections – Peter Rigterink (for Arnold Cookson)
Peter started the election process by reading the names of the candidates and asking if anyone else would like to be added to the roster for each office.

Peter opened the floor for any additions to the nomination for Secretary. No one offered any write in candidates.

Peter Gregg moved to close the ballot

Paul Mahoney seconded

The ballot was close with Lori Gooch as the only candidate

Peter opened the floor for any additions to the nomination for Treasurer. No one offered any write in candidates.

Paul Mahoney moved to close the ballot

Mary Ellen Saunders seconded

The ballot was close with Mike Conaway as the only candidate.

Peter opened the floor for any additions to the nomination for Second VP. No one offered any write in candidates.

Sandra Skelley moved to close the ballot

Mike Conaway seconded

The ballot was close with Janet Schukoske and Hilda Balasico as the only candidates.

Peter opened the floor for any additions to the nomination for First VP. No one offered any write in candidates.

Hilda Balasico moved to close the ballot

Tim McMahon seconded

The ballot was close with Sandra Skelley as the only candidate.

Peter opened the floor for any additions to the nomination for President. No one offered any write in candidates.

Peter Gregg moved to close the ballot

Tim McMahon seconded

The ballot was close with Mike Sabol as the only candidate.

Ballots were then cast and counted.

The new DPPA Officers for 2002 are as follows:

President – Mike Sabol
1st VP - Sandra Skelley
2ed VP - Hilda Balasico
Treasurer – Mike Conaway
Secretary – Lori Gooch
Congratulations to all of you!

6. Waive Bylaws, Article IV, Section 2 - Was not necessary since Mike Conoway offered to be treasurer for the 2002.
7. Unfinished Business – Janet
 - a. Columbus Proceedings Book will be donated to the chapter by Sandra and kept by the Secretary.
 - b. Change in State's view on training and education. Mike discusses the economy and budget cuts and how it effects training and education. Paul stated that he put training in his budget and tried to sell it to management.
 - c. DPPA attendance problems were discussed. It was suggested that we might want to use interoffice mail if we continue to have e-mail problem. Mike asked everyone to keep us informed if anyone has an address or name change.
 - d. DPPA Distribution list – Janet passed out updated member list. Some changes were made. The list will be corrected and sent out with the minutes.
8. New Business - All
 - ?? Dues for 2002 will be due the middle of Jan. a notice will be coming out soon.
 - ?? Mike Sabol discusses not letting your CPPB expire if you have a CPPO. Peter told us that you can combine the two recertifications.
 - ?? We discussed getting together with PA and MD to hold joint classes and tests. We could sponsor our own classes locally if we had enough interest. Price Morris has an education survey on his website we should go to his site and let them know what we are interested in. Peter thinks Department heads may be interested in taking classes.
 - ?? National NIGP have scholarships to attend Forums and Classes.
 - ?? Portland has asked us for donations for the 2002 Forum. We will send a letter back to them stating that we are too new a chapter to be able to donate.

- ?? Lewis Spangler Professional Development Foundation – Is a program offered by National to help Colleges set up a program to offer college level courses in public procurement.
- ?? NIGP national due will be going up to \$5.00 for national members and \$10.00 non-national members. The chapter pays this at the end of the year based on their total membership.
- ?? Peter Gregg will get other municipalities to the Feb. meeting. He suggested we get the afternoon speaker to talk about selling to the state.
- ?? Peter Rigtterink would like to form a committee to put together the Strategic Plan. He will chair the committee.
- ?? 2002 Calendar

Chapter Meeting

Feb. 19	Milford
May 21	Wilmington
Aug. 20	TBD
Nov. 19	New Castle County

12:00-1:00pm – Break for lunch

1:00 – 1:30 Speaker – Mary Schrieber talked to about the New Office of Minority, Woman and Disadvantage Enterprise.

1:30 –2:10 What’s your problem.

Next meeting will be at 10:00am Feb. 19 at Geyers Restaurant in Milford

Mike closed the meeting at 2:10pm